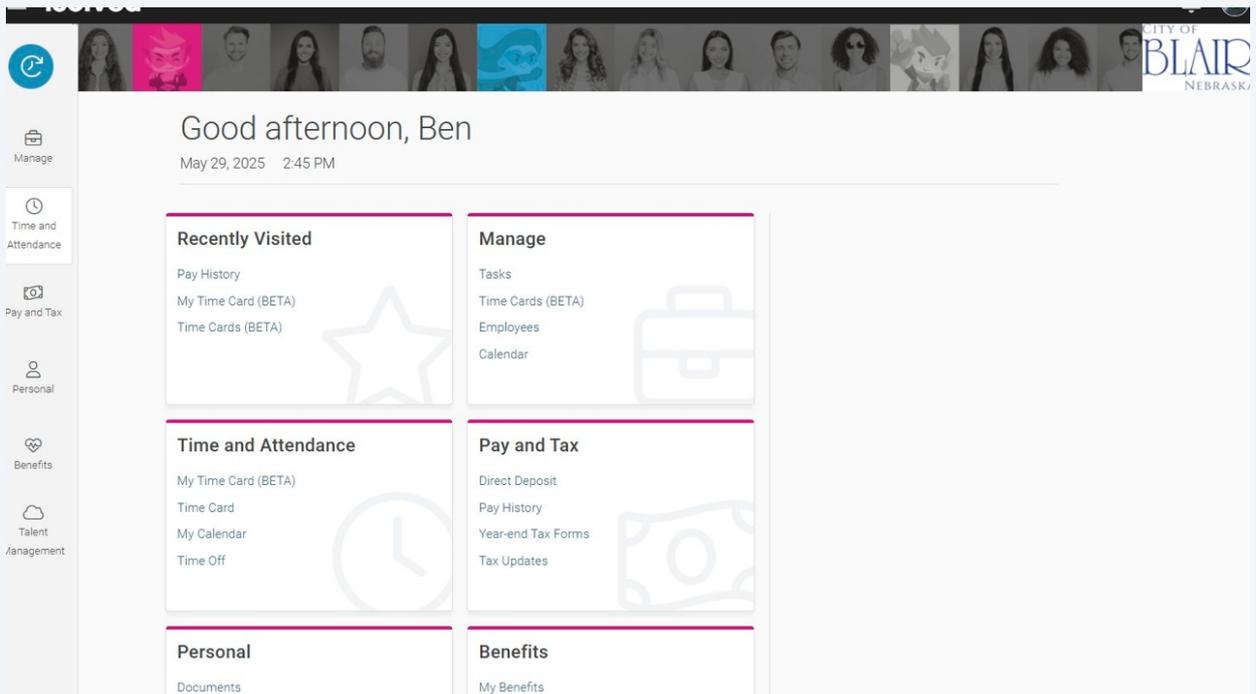


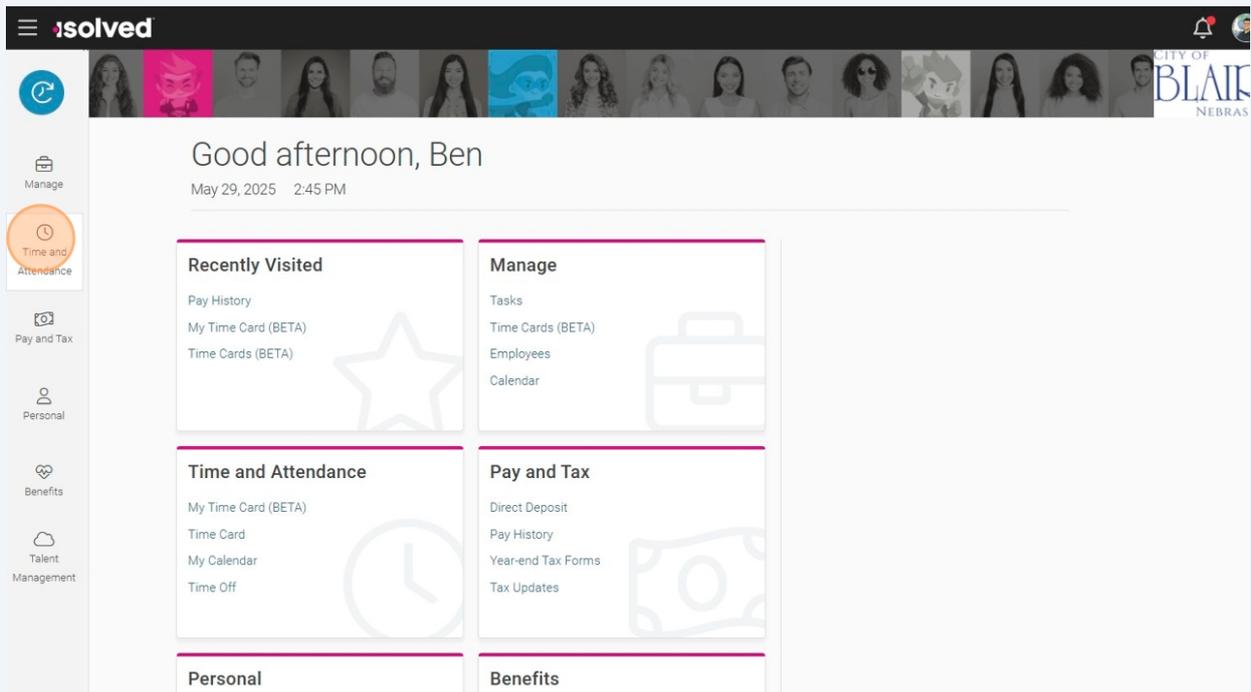
How To Add an Adjustment For Long-term Volunteer Time

This guide provides a step-by-step process for adding adjustments for long-term volunteer time.

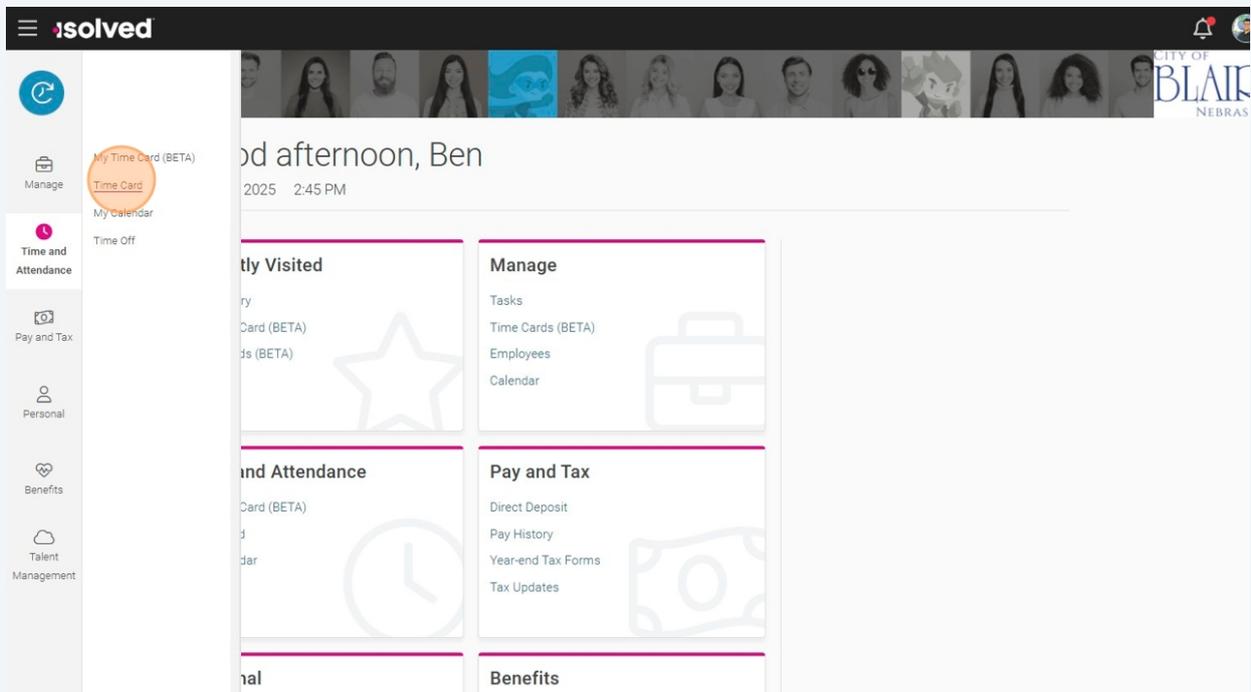
1 Navigate to <https://aee.myisolved.com> and login.



2 Click "Time and Attendance".



3 Click "Time Card".



4 Click this arrow on "Add Record".

The screenshot shows the 'isolved' Time Card interface. On the left is a navigation sidebar with icons for Manage, Time and Attendance, Pay and Tax, Personal, Benefits, and Talent Management. The main content area is titled 'Time Card' and includes a 'Summary' section with the following data:

Earnings	
Salary Hours	18.50 hours
Sick	3.50 hours
Vacation	0.00 hours
Holiday	8.00 hours
Labor	
Department	11029 - Water
	30.00 hours
Adjustments	No data to display
Alerts	No data to display

The right side of the interface shows a time card grid for the period 'May 25 - June 7, 2025 - Central Standard Time'. The grid has columns for '12:00a', '12:00p', '12:00a', and 'Total'. The rows represent days from Sunday to Saturday. The 'ADD RECORD' button is circled in orange.

	12:00a	12:00p	12:00a	Total
Sun 25				0.00
Mon 26				8.00
Tue 27				10.50
Wed 28				8.00
Thu 29				0.00
Fri 30				0.00
Sat 31				0.00

5 Click "Adjustment".

This screenshot is identical to the previous one, but with a dropdown menu open over the 'ADD RECORD' button. The dropdown menu contains three options: 'Hours', 'Punch', and 'Adjustment'. The 'Adjustment' option is circled in orange.

6 Enter the "Date".

The screenshot shows the 'Add Record' form in the 'Time Card' section of the 'isolved' system. The 'Date' field is highlighted with an orange circle and contains the text '05/27/25'. The 'Adjustment' dropdown is currently set to 'Select'. Other fields include 'Type', 'Amount', 'Notes', 'Labor group', and 'Labor Fields'. The 'SAVE' button is highlighted in blue.

7 Click the dropdown under "Adjustment" and select "Volunteer Time".

The screenshot shows the 'Add Record' form in the 'Time Card' section of the 'isolved' system. The 'Adjustment' dropdown is highlighted with an orange circle and shows 'Volunteer Time' selected. The 'Date' field contains '05/27/2025'. The 'SAVE' button is highlighted in blue.

8 Click "Select"

The screenshot shows the 'Add Record' form in the 'Time Card' section of the 'solved' system. The form is titled 'Adjustment' and contains the following fields:

- Date: 05/27/2025
- Adjustment: Volunteer Time (dropdown)
- Type: Select (dropdown, highlighted with an orange circle)
- Amount: (input field)
- Notes: (text area)
- Labor group: (dropdown)
- Jobs: Select (dropdown)
- Comp Time: Select (dropdown)
- Labor Fields: (dropdown)
- Jobs: Select (dropdown)
- Comp Time: Select (dropdown)

Buttons: CANCEL, SAVE, REFRESH

9 Click the dropdown under "Type" and select "Hours/Units".

The screenshot shows the 'Add Record' form in the 'Time Card' section of the 'solved' system. The form is titled 'Adjustment' and contains the following fields:

- Date: 05/27/2025
- Adjustment: Volunteer Time (dropdown)
- Type: Select (dropdown, highlighted with an orange circle, with 'Hours/Units' selected)
- Amount: (input field)
- Notes: (text area)
- Labor group: (dropdown)
- Jobs: Select (dropdown)
- Comp Time: Select (dropdown)
- Labor Fields: (dropdown)
- Jobs: Select (dropdown)
- Comp Time: Select (dropdown)

Buttons: CANCEL, SAVE, REFRESH

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In the "Amount" field is where you will enter a "1". Please be careful to only enter the number "1".

The screenshot shows the 'Add Record' form in the 'Time Card' section of the 'isolved' system. The form is titled 'Adjustment' and contains the following fields:

- Date: 05/27/2025
- Type: Hours/Units
- Notes: (empty)
- Adjustment: Volunteer Time
- Amount: (empty)

Below the 'Adjustment' section, there are two sections for 'Labor group' and 'Labor Fields', each containing 'Jobs' and 'Comp Time' dropdown menus. A 'REFRESH' button is located to the right of the 'Labor group' section. At the bottom of the form are 'CANCEL' and 'SAVE' buttons. An orange circle highlights the 'Amount' field.

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Within the "Notes" field, enter the organization you are serving with.

The screenshot shows the 'Add Record' form in the 'Time Card' section of the 'isolved' system. The form is titled 'Adjustment' and contains the following fields:

- Date: 05/27/2025
- Type: Hours/Units
- Notes: Organization you Volunteer with
- Adjustment: Volunteer Time
- Amount: 1

Below the 'Adjustment' section, there are two sections for 'Labor group' and 'Labor Fields', each containing 'Jobs' and 'Comp Time' dropdown menus. A 'REFRESH' button is located to the right of the 'Labor group' section. At the bottom of the form are 'CANCEL' and 'SAVE' buttons. An orange circle highlights the 'Notes' field.

12 Click "Save"

Add Record

Adjustment

Date: 05/27/2025 Adjustment: Volunteer Time

Type: Hours/Units Amount: 1

Notes: Organization you Volunteer with

Labor group REFRESH

Jobs: Select

Comp Time: Select

Labor Fields

Jobs: Select

Comp Time: Select

CANCEL SAVE

13 To verify that your time was captured correctly, navigate to the date you entered and open the dropdown for the day. It will show an icon on the righthand of the day as well as seeing "1 hour" of Volunteer Time.

My Time Card (BETA) Time Card My Calendar Time Off

Date	Total
Sun 25	0.00
Mon 26	8.00
Tue 27	11.50
Wed 28	8.00
Thu	...

Labor allocations

Department: 11029 - Water

Volunteer Time: 1 hour(s)

Organization you Volunteer with

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You can also verify by looking under the "Summary" section of your timecard and it will show 1.00 hours next to "Volunteer Time".

The screenshot displays a user interface for a timecard. On the left is a navigation sidebar with icons for Home, Manage, Time and Attendance, Pay and Tax, Personal, Benefits, and Talent Management. The main content area is divided into two sections. The left section, titled "Summary", lists various categories and their corresponding hours: Earnings (Salary Hours: 18.50, Sick: 3.50, Vacation: 0.00, Holiday: 0.00), Volunteer Time (1.00), Labor, Department (11029 - Water: 31.00), Adjustments (Volunteer Time: 1.00), and Alerts (No data to display). The "Volunteer Time" entry is highlighted with an orange box. The right section, titled "Time Card", shows a calendar view for the period "May 25 - June 7, 2025 - Central Standard Time". It includes a table with columns for "12:00a", "12:00p", "12:00a", and "Total". The rows represent days: Sun 25 (Total: 0.00), Mon 26 (Total: 8.00), and Tue 27 (Total: 11.50). Below the calendar, there are sections for "Hours" (7.00 and 3.50), "Adjustment", "Labor allocations" (Department: 11029 - Water), and "Volunteer Time" (1 hour(s)).